



Greenwood County, SC

Job Description

FLSA: Non-Exempt	Exemption: N/A (Unique and specific examples may alter this designation. Affected employees will be notified by their supervisors).
Class Title: Financial Analyst	Department: Public Works
Pay Grade: 111	Revised: 7/1/15

General Description:

The purpose of this class within the organization is to satisfy required professional accounting requirements and duties including detailed cost and financial analysis for the Department of Public Works and related departments.

This class works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

Essential Functions:

Acts as financial advisor, planner and auditor for all departments within the Department of Public Works.

Monitors budget accounts, posts expenses and revenues to the general ledger.

Manages revenues and expenditures within assigned departments. Reconciles cash receipts, invoices and inventory accounts within department budgets and appraises Public Works Director regarding fiscal status.

Deposits landfill payment checks via remote capture deposit; posts landfill payments to Waste Works.

Oversees all cash collection activities within the Public Works Division and implements proper policies to ensure internal controls are in effect.

Responsible for renewing insurance policy and Financial Assurance report for UST for SCDHEC annually.

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Prepares all financial reporting as required by outside entities, including auditors, and for divisions within the Public Works Department.

Reconciles all credit card transactions, enters into Wells Fargo online, scans statements and receipts to Wells Fargo.

Reports any unpaid sales tax on credit cards to Accounts Payable each month and keys journal entry.

Responsible for end of year adjustments for all departments of Public Works Accounts Receivable and year-end entries to adjust inventory for fuels and inventory parts to actual.

Enters requisitions for purchase orders and transfers funds as needed.

Keys journal entries for fuel and inventory charge backs after reconciling reports to the general ledger and emails detailed charges to each department county wide each month.

Additional Duties:

Reviews accounts payable for correct codes and purchase orders.

Prepares two annual online SCDHEC reports and maintains recyclable commodities spreadsheet.

Assists Public Works Director with annual budget.

Posts items for sale on GovDeals website and lists item in newspaper ad.

Performs related work as assigned.





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Responsibilities, Requirements and Impacts

Data Responsibility:

Data Responsibility refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies or formats data or information in accordance with a prescribed schema or plan to facilitate the identification and extraction of useful information.

People Responsibility:

People include co-workers, workers in other areas or agencies and the general public, Auditor and Treasurer.

Speaks with or signals to people to convey or exchange information of a general nature.

Asset Responsibility:

Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

Mathematical Requirements:

Mathematics requires the use of symbols, numbers and formulas to solve mathematical problems.

Uses addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.

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Communications Requirements:

Communications involves the ability to read, write, and speak.

Reads journals, manuals and professional publications; speaks informally to groups of co-workers, staff in other organizational agencies, general public, people in other organizations and presents training; composes original reports, training and other written materials, using proper language, punctuation, grammar and style.

Judgment Requirements:

Judgment requirements refer to the frequency and complexity of judgments and decisions given the stability of the work environments, the nature and type of guidance, and the breadth of impact of the judgments and decisions.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Complexity of Work:

Complexity addresses the analysis, initiative, ingenuity, concentration and creativity, required by the job and the presence of any unusual pressures present in the job.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with occasional periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Errors:

Impact of errors refers to consequences such as damage to equipment and property, loss of data, exposure of the organization to legal liability, and injury or death for individuals.

The impact of errors is moderate – affects those in work unit.

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Physical Demands:

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Performs sedentary work that involves walking or standing some of the time and involves exerting up to ten pounds of force on a regular and recurring basis or sustained keyboard operations.

Equipment Usage:

Equipment usage involves responsibility for materials, machines, tools, equipment, work aids, and products.

Handles or uses machines, tools, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

Unavoidable Hazards:

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

None.

Safety of Others:

*Safety of others refers to the level of responsibility for the safety of others, either inherent in the job or to ensure the safety of the general public. **(Does not include safety of subordinates).***

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.





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Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in accounting.

Requires two years of accounting experience, preferably in governmental accounting OR an equivalent combination of education, training and experience.

Special Certifications and Licenses:

CPE required to keep GFOA certification current.

GFOA Certification required within three years.

Americans with Disabilities Act Compliance

Greenwood County is an Equal Opportunity Employer. ADA requires Greenwood County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

